



## Checklist for Processing Visiting Student Application for Host DLC International Students Requesting Visa Sponsorship from MIT

1. Complete **MIT VISITING STUDENT REQUEST FORM** ([download](#) from ISO website) and **send electronically** to Vice President for Research Office ([vsrequest@mit.edu](mailto:vsrequest@mit.edu)).  
  
The form must include the account # to be charged for the processing fee and the approval signature from the department head. Proceed to Step#2 when the status is approved by the VPR.
2. Complete **Inventions and Proprietary Information Agreements (IPIAs)**  
  
Download "Visiting Scientist" IPIA form from TLO website (<http://tlo.mit.edu/forms/forms>), and provide to students. Send the form to TLO directly.
3. Enter Bio & Academic Information in the **ADMISSIONS DATABASE** (Grade 20).  
  
The department administrator or HR Personnel MUST enter the student's info. The student's name on the database must be exactly the same as their legal name on the passport. Contact Robert Cummings ([robertrc@mit.edu](mailto:robertrc@mit.edu)) at the ODGE Office for Grade 20 assistance.
4. Complete **Certification of English Proficiency Assessment** ([download](#) from ISO website)  
  
The host group at MIT must assess the student's English language proficiency by completing the certification and retaining the supporting documents. Send copy to [isoforms@mit.edu](mailto:isoforms@mit.edu) with student's name and ID# on the subject line.
5. Send **INVITATION LETTER to the Student**  
  
Refer [sample format](#) on ISO website. Must be printed on the departmental letterhead.
6. Notify the student to **create MIT Email Address** (<http://web.mit.edu/register/>).  
  
Student **must wait 48 hours**, then navigate them to go to:
  - **iMIT**(<http://imit.mit.edu>)... Login to "Full Client Services"

### **iMIT**

Student will need to go to "**Visiting Student Services (Non-Degree)**", and complete the following on "J-1 Application for New Visiting Student".

- a. PASSPORT INFORMATION
  - Upload PASSPORT BIOGRAPHIC PAGE
- b. PROGRAM INFORMATION
  - Upload LETTER OF ENROLLMENT from the home institution  
Documentation from applicant's home institution certifying the student's **current enrollment in a degree program, expected graduation date**, good academic standing.
  - Upload INVITATION LETTER FROM THE HOST DEPARTMENT/LAB (#3 on this list)
- c. ADDRESS INFORMATION
- d. FINANCIAL INFORMATION
  - More than 51% of the total funding must come from a source other than personal or family funds.
  - Upload FUNDING DOCUMENTS
- e. MEDICAL CERTIFICATION
- f. SUBMIT REQUEST FOR VISITING STUDENT DOCUMENT

- **All requests for new J-1 visa documents must be submitted through iMIT no fewer than 75 days prior to the desired MIT start date.**
- Processing time for the Form DS-2019 is 30 days.
- **Download VS forms and instructions from <https://web.mit.edu/iso/iso/visiting/visitor.shtml>**



## Checklist For Processing Visiting Student Application for Host DLC US Citizens, US LPRs, and International Students with Non-MIT Sponsored Visa

1. Complete **MIT VISITING STUDENT REQUEST FORM** ([download](#) from ISO website) and **send electronically** to Vice President for Research Office ([vsrequest@mit.edu](mailto:vsrequest@mit.edu)).

The form must include the account # to be charged for the processing fee and the approval signature from the department head. Proceed to Step#2 when the status is approved by the VPR.

2. Complete **Inventions and Proprietary Information Agreements (IPIAs)**

Download "Visiting Scientist" IPIA form from TLO website (<http://tlo.mit.edu/forms/forms>), and provide to students. Send the form to TLO directly.

3. Enter Bio & Academic Information in the **ADMISSIONS DATABASE** (Grade 20).

The department administrator or HR Personnel **MUST** enter the student's info. The student's name on the database must be exactly the same as their legal name on the passport. Contact Robert Cummings ([robertrc@mit.edu](mailto:robertrc@mit.edu)) at the ODGE Office for Grade 20 assistance.

4. Send **INVITATION LETTER to the Student**

Refer [sample format](#) on ISO website. Must be printed on the departmental letterhead

5. Notify the student to **create MIT Email Address** (<http://web.mit.edu/register/>).

Student **must wait 48 hours**, then navigate them to go to: **iMIT**(<http://imit.mit.edu>)... Login to "Full Client Services"

### **iMIT**

Student will need to go to "**Visiting Student Services (Non-Degree)**", "**Application for Other Visiting Students**" and complete and submit the following online:

- a. BIOGRAPHIC INFORMATION
  - Upload PASSPORT BIOGRAPHIC PAGE or Government Issued ID
- b. PROGRAM INFORMATION
  - Upload LETTER OF ENROLLMENT from the home institution  
Documentation from applicant's home institution certifying the student's **current enrollment in a degree program, expected graduation date**, good academic standing.
  - Upload INVITATION LETTER FROM THE HOST DEPARTMENT/LAB (#3 on this list)
  - Upload EMPLOYMENT AUTHORIZATION (for Int'l student on non-MIT sponsored visa)
- c. ADDRESS INFORMATION
- d. SUBMIT REQUEST

- **All requests for new visiting students must be submitted through iMIT no fewer than 75 days prior to the desired MIT start date.**
- **Download VS forms and instructions from** <https://web.mit.edu/iso/iso/visiting/visitor.shtml>